

**BOARD OF HEALTH MEETING
LAFAYETTE COUNTY HEALTH DEPARTMENT
May 10, 2011**

PRESENT:	Connie Hull	Bob Boyle
	Chris Fortin	Lois Finnigan
	David Hammer	Carol Korn
	Mina Davis	Debbie Siegenthaler
	Rebecca Steffes	Katie Curry

Meeting called to order by Chair Connie Hull at 2:00 p.m.

Verification that the Agenda was properly posted

The agenda was posted at the Courthouse, City Municipal Building, Memorial Hospital, Health Department, county website and e-mailed to the press.

A motion was made by Korn, 2nd by Hammer to approve the agenda as posted. Motion carried.

The Minutes of the April 12, 2011 meeting were reviewed by the Board. Motion by Hammer, 2nd by Boyle, to approve the minutes as printed. Motion carried.

Hammer pointed out that at the April 12, 2011 meeting, the agenda item regarding the INR policy was tabled, but is not included on the May 10 agenda. Siegenthaler responded that it was an oversight, and we will discuss the INR policy during the Home Care updates.

OLD BUSINESS

Administrative Updates

Personnel

Debbie explained to the board that she has not received any news regarding the grievance that was previously discussed. Hammer asked for a refresher on what the grievance was about. Debbie responded that it relates to the fill-in Home Care nurse that was hired for less than 20 hours per week. She said that there has not been a formal grievance filed, and she will continue to keep the board informed about what is happening.

Strategic Plan Updates

Debbie told the board that at the last staff meeting, the staff members voted on a new Mission Statement and all agreed on "Promoting, Protecting & Preserving Health while Providing Care with Partnerships throughout our Communities." The board members agreed that the mission statement was great.

Next, Debbie explained that in the spirit of long range planning, she has been in contact with Sherry Krudonowicz from the hospital to discuss how to move forward together. Debbie reminded the board members that this time last year a joint meeting between the board of health and the hospital board was held to discuss the possibility of moving the Home Care program under the hospital's financial umbrella. From that meeting, she said, a lot of good points were taken about the benefits of Home Care to the overall medical system in our county, and some good ideas were heard regarding efficiencies that could be made. Fast forward to now, Debbie said that going into the next budget year, Sherry and she agree that it may be beneficial to both the hospital and health department to convene the two groups again to discuss efficiencies that can be created, policies and any other concerns that the board members may have. Debbie asked the board members what their thoughts are on having another joint meeting. Hull said that she thinks that more people getting together to discuss the issues at hand is a good idea. Boyle agreed, then added that there would be a total of 8 county board members between the two groups, so they would all know what was going on. Hammer said that Wayne Wilson is the appropriate person to get contact to schedule the meeting. Some additional discussion took place regarding the budget process, and Debbie explained that Sherry and she discussed June 14th for the meeting. She explained that that is the same day as our normal Board of Health meeting, so she proposed that if that day works for everyone we would just have a short board meeting to take care of any business, and then attend the joint meeting afterwards. Finnigan added that she will not be available that day, but agrees that the meeting should take place. Debbie asked the board members to let her know if they think of any specific agenda items to discuss at the joint meeting.

NEW BUSINESS

Approval of School Nurse Contracts

Debbie told the board members that all of the school contracts came back. She said that all 6 of the schools renewed their contracts, and none of them decreased their hours. A motion was made by Boyle to approve the school contracts. 2nd by Korn. Motion Carried

HOME CARE REPORT/UPDATES

First, Rebecca explained to the board that after a lot of research, she has determined that the INR policy should remain the same as it is currently. She reminded the board members that she was initially going to try to re-write the policy to not require a blood draw upon admission. After review she decided that it is just best to continue to do both methods to eliminate the possibility of additional errors.

Next, Rebecca handed out the most recent survey information for Home Care. She said that overall our results are very good, and the Home Care staff is looking forward to seeing more results.

The next item that Rebecca touched on was that the Lodi Valley Quilt Guild has given the Health Department some lap quilts and pillows to share with our clients. Rebecca added that it was nice to be able to give our patients a little gift to help brighten their day. Additionally, the Quilt Guild did a large quilt for us. Rebecca is working on setting up a raffle for the quilt. The proceeds from the raffle will help purchase medicine dispensers for our clients. She explained that some of the people on our caseload take very large quantities of pills each day, and being able to keep those pills organized helps them to stay in their homes longer. The drawing for the quilt raffle will take place on July 15th during the "Reminisce with Old Friends" event at the Lafayette County Fair. Debbie added that this event at the fair is being hosted by the Live Well Lafayette Coalition, and will replace our booth at the commercial building. She explained that there will be root beer floats, pictures from Joe Boll's office on display and a few other activities from 2-4 p.m. on the Friday of the fair.

Rebecca noted that there are currently 62 patients on our caseload divided between the 3 nurses and Rebecca. Debbie added to put that into perspective, the Manor has 70 patients. She explained that there are many differences in the care that our patients receive versus the manor's patients, but to keep 62 people in their homes for as long as possible can have a great impact on the balance of the health care systems in Lafayette County.

FINANCIAL REPORTS

Review of Financials

Debbie went through the financials with the board. She said we are ¼ of the way through the year, and are on track so far. She explained that the Home Care revenues are lacking again, but that is normal for this time of year. Debbie added a side note that the trailer from the Evergreen Trailer Park is cleaned up and has been removed. Fortin asked how Janice is doing on keeping up with the billing. Debbie responded that so far this year it is going well. She also said that Erin Hastert has taken on a few of Janice's non-billing related responsibilities to help out.

A motion was made by Hammer to approve the financials as presented. 2nd by Finnigan. Motion carried.

OT Accrual

Debbie talked the board through the overtime accrued since our last meeting. She added that the Home Care staff has been very, very busy this month. Additionally, there was a holiday, the Children's Fair and many weekend visits due to daily dressing changes. She said that for the payroll of 4/4 to 4/17 there were 44 hours of overtime and comp accrued, and 36.5 hours for 4/18 to 5/1.

APPROVAL OF INVOICES

Invoice numbers 97-121 from April and 122-126 from May were reviewed. There was some discussion regarding the change in trash pick-up and also that the speech therapist is retiring from his school job. A motion was made by Boyle to approve the invoices. 2nd by Hammer. Motion Carried

There was also some discussion regarding the year-end review with the auditor. Debbie explained that the review went very well, but there were some questions regarding grant tracking brought up at the long-range planning meeting. Katie explained to the group how the Health Department handles our grants, and explained that the auditor agreed that it was a good way to handle the grants.

The next Board of Health Meeting will be Tuesday, June 14, 2011 at 2:30 p.m. The meeting will hopefully be an abbreviated meeting and followed by the joint meeting between the hospital board the board of health.

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**A motion was made at 3:15 p.m. by Boyle to adjourn the meeting. 2nd by Korn.
Motion carried.**

Respectfully submitted,

Katie Curry

Connie Hull, Chairwoman

Bob Boyle

David Hammer

Carol Korn

Chris Fortin

Lois Finnigan

Mina Davis